

## DEPARTMENT OF BENEFIT PAYMENTS

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December 29, 1976

ALL-COUNTY LETTER NO. 76-144

TO: ALL COUNTY WELFARE DIRECTORS  
WELFARE FISCAL SUPERVISORS  
COUNTY AUDITORS  
ADMINISTRATIVE SERVICES OFFICERS

SUBJECT: COUNTY WELFARE ADMINISTRATIVE EXPENSE CLAIM

REFERENCE:

This is to provide claiming instructions and clarifying information for the October - December quarter. Included are claiming instructions for Excess Value Homes (EVH), Homemaker/Chore, and Food Stamp Outreach. Information is also provided on Child Care Services funding, and the DFA 323, Eligibility Time Summary and Program Allocation Ratios. In addition, the DFA 325.2A and DFA 327.3 have been revised to show the new maximum payment levels for Homemaker Chore Services.

Excess Value Homes

As a result of federal legislation the limit on home value in the SSI Program has been removed. This change in federal law was effective October 1976. However, in order to provide adequate time to convert to the federal program, the EVH program will continue through December 31, 1976 for those persons applying prior to October 1976. Effective January 1, 1977 there will be no reimbursement for time spent by the eligibility worker in determining eligibility for EVH. However, county administrative phase-out activities performed by the eligibility worker, i.e., fair hearing processes for former EVH applicants/recipients will be reimbursable through June 30, 1977. Time spent by eligibility workers on this activity should be time studied to the State Adult time study line on the DFA 43, Eligibility and Nonservice Time Study. It is expected that any other costs occurring in this phase-out period will be minimal. Therefore, they will be considered allocable costs and must be entered in the proper category on the administrative expense claim.

### MIL Review

As many counties are currently engaged in MIL activities, we would like to clarify claiming instructions for these activities. As stated in instructions provided with All-County Letter 76-126, time spent by clerical staff on the MIL project is to be recorded on a monthly basis on the DFA 43, Eligibility Time Study. These hours are then accumulated on DFA 323 and used to determine that portion of the workers' salaries attributed to the MIL project. These hours are not to be totaled with time for other SSI/SSP activities on Line H5 of the DFA 323. Salaries for MIL workers are direct charged to the SSI/SSP Program, identified as MIL Review, on the DFA 325.2, Group III, B1.

### Homemaker/Chore

This is to clarify claiming instructions applicable when homemaker/chore providers are employed by the county welfare department, and to advise the counties of the new monthly maximum payments limits per case for homemaker/chore services.

If the county welfare department hires homemaker staff and provides full employee benefits, the homemaker employees are to time study on the DFA 46, and their salaries are claimed in the social services salary pool on the Administrative Expense Claim (DFA 325.1, Group IA). If the homemakers are paid from the county welfare department budget but do not receive full employee benefits other than Workmen's Compensation, their costs are to be direct charged to the Homemaker/Chore Program as a Group III Operating Cost on the DFA 325.3.

Effective July 1, 1976, the maximum payment per case for the Severely Impaired is \$548 per month. Effective November 1, 1976, the maximum payment limit per case for the Nonseverely Impaired is \$380 per month. The appropriate administrative expense claim forms (DFA 325.2A and 327.3) are being modified to reflect these changes and will be forwarded to the county under separate cover.

### Child Care Administrative Costs

This is to clarify claiming instructions for county welfare department assessment and evaluation costs related to child day care. All county welfare department child care social service costs, other than actual day care provider's fees, are to be claimed through the DBP Administrative Expense Claim.

This clarification is needed because last fiscal year some counties that contracted for child care claimed administrative costs through the Department of Education. Cost per child care hour limitations do not apply when claiming these administrative costs.

Food Stamp Outreach

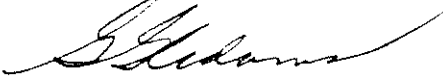
Effective July 2, 1976, the state assumed the Food Stamp Outreach function. Therefore, only those county activities that are required according to EAS Section 63-8002 may be direct charged as Food Stamp Outreach on the DFA 325.2.

DFA 47 Social Services Time Study

Footnote 1 on the DFA 47, Social Services Time Study Summary, has been corrected to indicate that total licensing hours are to be carried forward to Line C of the DFA 323. This form will be forwarded to the county under separate cover.

Should you have any questions concerning this letter, contact Laura Williams or Chris Gray at 916/445-7046.

Sincerely,



GARY G. ADAMS  
Deputy Director

cc: CWDA